

**TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION**

**JOB TITLE: PUBLIC WORKS DIRECTOR
PUBLIC WORKS DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, performs professional, supervisory, and administrative work in the direction, coordination, and supervision of the operations of the Public Works Department. Work involves overseeing all operations of the Public Works Department including Vehicle Maintenance, Street Maintenance, General Maintenance, Sanitation/Refuse Disposal, Leaf and Brush/Special Pickup Program, Snow Removal, Building Maintenance, Traffic Engineering, Administration, Meter Reading, and Water and Sewer Operations; planning, organizing, and managing street construction and maintenance, water and sewer maintenance and repair, refuse and recycling collection and disposal, building maintenance, fleet maintenance, and equipment operations activities for the Town; planning, directing, and supervising the work of Superintendents in various divisions and overseeing development construction projects for the jurisdiction including operation and planning concerns; overseeing contractors in design and plan preparation; overseeing capital improvement programs; and researching and developing bids, specifications, and capital improvement programs. Employee performs work with wide latitude for the exercise of independent judgment and action and in accordance with Town policies and rules and regulations applicable to specific areas of program activity. Employee's work is reviewed through conferences and reports for overall program of effectiveness. Employee's supervision is exercised over engineering, technical, skilled, and clerical employees through subordinate superintendents. Reports to the Town Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Responds to service requests from elected officials, staff, and the public.

Prepares and oversees department's budgets; reviews to ensure divisions are operating within budget and to authorize additional expenditures upon sufficient funding.

Supervises office staff and Superintendents.

Reviews site plans; approves permits if in compliance to all applicable codes; oversees construction inspection.

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Interacts with local, State, and Federal agencies to ensure compliance with laws and regulatory standards.

Coordinates work with other departments.

Monitors work of all divisions.

Responds to complaints.

Directs capital projects.

Makes presentations to Boards, Commissions, and Town Council.

Determines action (or rejection) of verbal and written requests for service/complaints; assigns work force to complete; responds back to source.

Ensures Town's water supply is safe and quality is within standards.

Engages staff to initiate and plan responses to weather related emergencies and conditions.

Reviews Town conditions; prepares priority list of capital improvement programs within a one to ten-year time frame.

Evaluates contracts and bids to insure proper specifications and that awards are based on approved standards and available funds.

Obtains approval from Council for purchases, policy changes, etc.

Authorizes work for both internal and external projects.

Receives and/or reviews various records and reports such as verbal and written requests for service/complaints, expenditure reports, water quality reports, weather reports, and bond issuance.

Prepares and/or processes various records and reports such as permits, contracts and bids, agenda items, letters and memorandums, and work orders.

Refers to Federal, State, and local codes; engineering standards; Town Administrative and Purchasing regulations; policy and procedure manuals; codes / laws / regulations; publications and reference texts; etc.

Operates a vehicle and a variety of equipment such as telephone, cell phone, radio, copier, fax machine, computer, printer, etc.

Uses a variety of tools such as calculator, ruler, etc.; a variety of supplies such as general office supplies, etc.; and a variety of computer software such as Microsoft Word, Microsoft Outlook, etc.

Interacts and communicates with various groups and individuals such as the Town Manager, Mayor and Council, Board and Commission members, contractors, vendors, Superintendents and Supervisors, other Department heads/staff members, other governmental agencies, and the general public.

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ADDITIONAL JOB FUNCTIONS

Performs general administrative work, including but not limited to attending and conducting meetings, reviewing mail and literature, compiling data for reports, preparing reports and correspondence, entering computer data, etc.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in civil engineering, construction, or a related field, and six to nine years of progressively responsible experience in operations, including one to two years of responsible supervisory experience; or any equivalent combination of education, training, and experience, which provides the required skills, knowledge, and abilities. Must have a valid State driver's license. Must have certification as an Erosion and Sedimentation Control Program Administrator, and Designated Plans Examiner. Requires current registration as a professional Engineer in the State of Virginia or transfer to Virginia within one year of hire.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office machinery and equipment including computers, calculators, facsimile machines, telephones, copiers, two-way radios, pagers, etc. Must be able to exert a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. Must be able to perform required work beyond deskwork such as inspecting during hurricanes, reviewing construction worksites, etc. Requires the abilities related to all outdoor emergency situations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and/or directions to subordinates and/or receiving direction from supervisor.

Language Ability: Requires the ability to read a variety of technical reports, letters, budget reports, spreadsheets, water and wastewater studies, finance audit reports, permits, etc. Requires the ability to prepare correspondence, reports, forms, budgets, studies, contracts, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, administrative, and environmental terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; to multiply and divide; to utilize decimals and percentages; and to understand and apply the theories of algebra, geometry, descriptive statistics, and differential calculus.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have eye/hand/foot coordination. Requires the ability to drive a vehicle.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and/or emergency situations. Must be adaptable to performing work in all kinds of weather.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of the Job: Has thorough knowledge of the methods, policies, and procedures of the Public Works Department as they pertain to the performance of duties of the Public Works Director. Has thorough knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the organization of the Department and of related departments and agencies. Has thorough knowledge of construction / engineering theories and practices as applied to assigned public works maintenance and construction projects. Has thorough knowledge of the methods, materials, tools, and equipment used in street maintenance and stormwater management. Has thorough knowledge in the areas of civil engineering, Town public works services, and methods of operation (including road construction and maintenance, storm water management, building construction), land usage and development, environmental engineering, grant administration, contract administration, budget administration, and personnel. Has thorough knowledge of equipment, vehicles, instruments tools and facilities required for safe and efficient operation of the department. Has considerable knowledge of the financing sources and programs available through State and Federal funding agencies for operation and expansion, and of the requirements and standards for obtaining and retaining State and Federally funded programs. Has knowledge of the requirements, policies, and procedures of various media outlets necessary for promotional activities. Is able to organize and maintain the fiscal reporting systems of operation. Is able to plan and develop daily, short- and long-term goals related to Town purposes. Is able to plan and coordinate the most effective use

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of personnel, facilities, and resources to achieve department goals. Has knowledge of how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing, and supervising various programs and related activities. Is able to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to perform employee evaluations and to make recommendations based on results. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear, and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation. Has thorough knowledge of proper English usage, vocabulary, spelling, and punctuation. Is able to compile, organize, and utilize various financial information necessary in the preparation of the departmental budget, and knows how to prepare and monitor the budget. Is able to make required mathematical computations with accuracy and speed. Has thorough knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for word processing and records management. Has knowledge of applicable occupational hazards and safety precautions. Is able to exercise tact and courtesy in frequent contact with consultants, contractors and the general public. Is able to make oral presentations before large groups of people. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed

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and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, coordinates, and uses information effectively to enhance activities and production. Knows and understands expectations regarding the activities and works to ensure such expectations are met. Designs and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

Staffing: Works with other Town officials and management to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the Town. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of Town goals and objectives.

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Controlling: Provides a work environment, which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the department and Town. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of Town policies regarding the department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews department policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.